

# Investment Policy Statement Revision Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a revision of our current Investment Policy Statement (IPS) due to [brief reason for the request, e.g., changes in financial goals, market conditions, regulatory requirements].

After a thorough review, I believe that the following adjustments are necessary:

- [Adjustment 1: Describe the specific change needed]
- [Adjustment 2: Describe the specific change needed]
- [Adjustment 3: Describe the specific change needed]

I believe that these revisions will better align our investments with our current objectives and risk tolerance. I would appreciate the opportunity to discuss this matter further at your earliest convenience.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]